

California Department of Veterans Affairs



Serving Veterans Since 1946

- Classification:** **Accounting Officer (Specialist) (\$3715 - \$4516)**
Limited Term (24 Mo), Full-Time
- Location:** Veterans Home of California, Chula Vista
Accounting Office
- Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. **SROA PROVISIONS APPLY.**
- Duties and Responsibilities:** *Under supervision of the Staff Services Manager I:*
- Prepares the yearly budget and maintains accounting records for the Moral, Welfare and Recreation Fund, Donations Fund, along with the distribution of the monthly reports and accounting records.
 - Prepares and monitors MV&RF expenditure data and informs the Home Administrator of potential funding deficits.
 - Performs bank reconciliation for the Veterans Home Fund accounts. Ensures any discrepancies on bank statement. Verifies accuracy of the daily deposits of receipts in the bank.
 - Provides technical guidance and analytical support to the Accounting Technician staff in the maintenance of reporting of accounting and fiscal activities maintained at the Home.
 - Responsible for writing, updating, enforcing any policies affecting the operation of the Accounting Office. Will ensure proper desk procedures are being utilized and up to date.
 - Responsible for the preparation of the Home's Financial Information, which includes the preparation of the Home's Fiscal Year-End Financial Statements.
- Desirable Qualifications:**
- Knowledge of Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules and regulations.
 - Ability to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action.
 - Ability to prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems.
 - Ability to establish and maintain cooperative relations with those contacted in the work place.
 - Ability to speak and write effectively.
- How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:
- Department of Veterans Affairs
Veterans Home of California, Chula Vista
700 East Naples Court
Chula Vista, CA 91911
Attn: Lou Dumas
- Inquiries:**
Voice: (619) 482-6026
TDD: (916) 653-1966

Final Filing Date:

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. LIVE SCAN / PHYSICAL SCREENING WILL BE REQUIRED.

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